

Lodging and Travel Information

The J.W. Marriott Hotel will host the NELAC Interim Meeting. The hotel is offering the NELAC conference rate of \$115/single occupancy per night. Be sure to ask for the NELAC rate!

The hotel is located at 1331 Pennsylvania Avenue, NW.

From Washington's Reagan National Airport, travelers may reach the hotel by either taxicab or by the subway system. If taking the subway from National Airport, take a Blue Line train in the direction of Addison Road. Exit the train at the Metro Center stop. Exit the train station in the direction of 13th Street. The hotel is about two and a half blocks from Metro Center on Pennsylvania Avenue, NW.

If arriving in Washington, DC, by train, travelers should enter the subway system at Union Station. Take a Red Line train in the direction of Shady Grove. Exit the train at the Metro Center stop, and follow the relevant directions to the hotel above.

J. W. Marriott Hotel
1331 Pennsylvania Avenue, NW
Washington, DC
Phone: 202.393.2000
Fax: 202.626.6991

Please make your hotel reservations directly with the hotel.

Remember, the NELAC rate is guaranteed only until November 8, 1999

Mark Your Calendars
Sixth NELAC Annual Meeting

The Sixth NELAC Annual Meeting is scheduled for June 26, 2000, through June 29, 2000, in historic Williamsburg, Virginia. Williamsburg was the seat of Virginia's colonial government in the 1700s. Today, the 18th century city has been restored to share the remarkable history it played in early colonial life. Make your hotel reservations now to visit Williamsburg and attend NELAC VI. Contact the hotel directly to reserve your room.

Fort Magruder Inn & Conference Center
Route 60 East
P.O. Box KE
Williamsburg, Virginia 23187
757.220.2250



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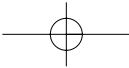
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Fifth Interim Meeting -
Preliminary Program and Registration Form



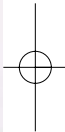
National Environmental
Laboratory Accreditation
Conference

Fifth Interim Meeting

December 14-17, 1999

J. W. Marriott Hotel
1331 Pennsylvania Avenue, NW
Washington, DC
202.393.2000

Sponsored by the U.S. Environmental Protection Agency
in cooperation with the
States, Territories, and other Federal Agencies.



Background

The National Environmental Laboratory Accreditation Conference (NELAC) is a voluntary association of state and federal agencies established to develop uniform laboratory accreditation standards. NELAC voting members include state and federal agencies. Other stakeholders (contributors) provide comment at all stages of the standards development process. A federally-chartered advisory committee, the Environmental Laboratory Advisory Board, offers consensus advice on the standards from a wide range of interests, including the private industry, local government, Indian tribes and the environmental sector.

NELAC operates as follows:

- States and federal agencies adopt standards and serve as accrediting authorities;
- A multi-government team evaluates states' accreditation programs and recommends recognition of the programs; all recognized accrediting authorities agree to accept reciprocity;
- Accrediting authorities perform laboratory assessments or may contract with a third party for performance of the on-site assessment; and,
- Laboratories seek accreditation within their state, if available.



National Environmental
Laboratory Accreditation
Conference

Who Should Attend

Anyone interested in the production of sound environmental data should attend this meeting. State and federal officials, environmental laboratory representatives, trade associations, environmental public interest groups, academia, local governments, Indian tribes, laboratory assessment bodies, regulated manufacturing industry, engineers and consultants will find the sessions particularly valuable to their work.

If your interest is nationwide acceptance of your state's accreditation, avoidance of costly laboratory inspections with varying requirements, or participating in the development of national standards that are practical, effective and cost-efficient, then attendance at NELAC Vi should be important to you!!

What to Expect at NELAC Vi

The Fifth NELAC Interim Meeting is an opportunity for debate on proposed amendments to the standards and consideration of new issues. As of this Interim Meeting, the first class of recognized accrediting authorities will have begun their reviews of applicant laboratories. Attendees to NELAC Vi can expect to hear reports on the progress that the accrediting authorities are making.

As of the Annual Meeting in June 1999, a new board, the Accrediting Authority Review Board, was formed. Attendees to NELAC Vi also can anticipate hearing from the Accrediting Authority Review Board on its progress in evaluating the EPA's adherence to the NELAC standards as EPA oversees implementation of them. Indeed, NELAC Vi will be a critical step forward as the NELAC standards are applied to private laboratories.

Please fax or mail your
registration form no later than
November 12, 1999 to:

Kathryn Sutton
US EPA
401 M Street, SW (8724R)
Washington, DC 20460

Fax: 202.565.2441
Phone: 202.564.6830

National Environmental Laboratory Accreditation Conference

Fifth Interim Meeting Registration Form*

Name _____ Title _____

Company or Organization _____

Address _____

City _____

State _____ Zip _____

Phone (_____) _____

Fax (_____) _____

E-mail _____

Badge name _____

* For additional registration forms, please copy this form and submit a separate registration for each individual.

PRIMARY AFFILIATION (check one category)

GOVERNMENT

- ☐ State ☐ County/Local
☐ EPA ☐ Indian Tribe
☐ Other federal

PRIVATE SECTOR

- ☐ Private Laboratory
☐ Assessor Body
☐ EPA Regulated Industry
☐ Environmental Interest Group
☐ Academia
☐ Other (please specify) _____

Preliminary Schedule

8:00 am–5:00 pm Conference Registration Daily

Tuesday, December 14, 1999	Wednesday, December 15, 1999	Thursday, December 16, 1999	Friday, December 17, 1999
10:00 am–12:00 pm Opening Plenary	8:00 am–12:00 pm Concurrent Committee Sessions Quality Systems	8:00 am–11:30 am Concurrent Committee Sessions On-site Assessment	8:00 am–12:00 pm Environmental Laboratory Advisory Board Meeting
1:00 pm–5:00 pm Concurrent Committee Sessions Quality Systems	Accrediting Authority National Database	Transition Membership & Outreach	
Program Policy & Structure	1:00 pm–5:00 pm Concurrent Committee Sessions Proficiency Testing	12:30 pm–2:00 pm Concurrent Committee Sessions Nominating	
Field Activities	On-site Assessment	Regulatory Coordination	
5:00 pm–7:00 pm Conference Mixer	Accreditation Process	Regulatory Coordination Accrediting Authority Review Board	
		3:00 pm–5:00 pm Closing Plenary	
		5:00 pm–6:00 pm ELAB Open Forum	

Internet Service

Approved versions of the NELAC Standards, the Constitution and Bylaws, and changes proposed by the NELAC Standing Committees are available on the Internet at the following Universal Resource Locator (URL):

<http://www.epa.gov/ttn/nelac/>

Additional Meeting Opportunities

Conference Mixer

Tuesday, December 14, 1999, 5:00 pm–7:00 pm

All NELAC participants are invited to an informal gathering following the first day of the meeting. Come and enjoy a relaxed time!

ELAB Open Forum

Thursday, December 16, 1999, 5:00 pm–6:00 pm

The Environmental Laboratory Advisory Board (ELAB) will hold an informal open forum on Thursday, December 16, 1999, following the NELAC committee sessions. This forum will provide you an opportunity to speak directly with ELAB members.

ELAB Meeting

Friday, December 17, 1999, 8:00 am–12:00 pm

The ELAB will meet on December 17, 1999, in open session. The ELAB meeting will consider the scope of laboratory accreditations under the NELAC process, mobile laboratory issues, and matters related to national approval of assessor bodies, among other topics.